

Informal Solicitation No. 6045

On-Call Market Study and Appraisal Services for HUD Restricted Properties

Important Information:

- Solicitation Issued: **Wednesday / 1/15/2025**
- Deadline for Questions: **Monday / 2/3/2025** Time: **5:00PM**
- Submittals/Proposals Due: **Monday / 2/17/2025** Time: **5:00PM**
- SHA's Contact: Name: **Seth Ryan, Sr. Contract Administrator**
- E-Mail Address: **purchasing@seattlehousing.org**

The Seattle Housing Authority (SHA) for itself or as an agent for another SHA related entity (hereinafter "SHA"), is soliciting Submittals/Proposals from qualified individuals and businesses interested in performing the following:

Project Description:

The Seattle Housing Authority (SHA) is seeking proposals from qualified professional firms or individuals ("Consultants") to assist SHA in **HUD Restricted Use Appraisal Services and Market Studies** that meet the requirements for low-income housing tax credit allocations for properties within Seattle city limits. We are looking for qualified firm(s) and/or appraiser(s)/analyst(s) to provide reports on an on-call basis for developed or vacant land that has existing or future restrictions due to Public Housing, Project-Based Section 8, HUD rent limits and tiers, maximum rent charges or other income-based rent charges.

Qualified Consultants must have experience with HUD restricted use appraisals of these types and hold an active and valid license as a Certified Appraiser through the Appraisal Institute. Appraisers with a rating of MAI (Member of the Appraisal Institute) or SRPA (Senior Real Estate Appraiser) will be accepted. The selected provider must be on the Washington State Housing Finance Commission (WSHFC) roster of eligible Appraisers and Market Analysts (wshfc.org/mhcf/9percent/msprovider.htm). SHA will require the service provider(s) to provide professional services in performing a complete independent appraisal, in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP).

The resulting contract(s) to be issued as a result of this solicitation process will be On-Call Contract(s). Services will be provided on an as-needed basis under a series of Work Orders to the On-Call Contract. For each Work Order, a selected Consultant will be issued a request for proposal outlining the required scope of services for that Work Order. SHA and the Consultant will then agree upon the scope of services and compensation prior to the commencement of the services.

SHA does not guarantee that work orders will be issued on a regular basis or that the value of all issued work orders will total a specific contract value. If more than one firm is selected, SHA has the right to determine how to distribute the work.

Services will be provided in connection with properties located within the City of Seattle. Properties may or may not be owned by SHA. Properties may or may not be vacant, and

non-vacant properties may or may not be occupied at the time the services are requested/rendered.

1. Scope of Work:

The Consultant must hold active and valid licenses with a minimum designation as a MAI and/or SRPA.

The Consultant must have recent experience in providing estimates of current fair market value of appraisals of real property with HUD restricted uses that includes Public Housing, and/or completing market study reports. If the Consultant has public Housing appraisal experience, further evaluation will be made on the following: Project-Based Section 8, HUD rent limits and tiers, Low Income Housing Tax Credit and any other maximum rent/income valuation appraisal experience.

The Consultant and all employees shall adhere to appraisal practices as required to conform to the Uniform Standards of Professional Appraisal Practice (USPAP). The Consultant will provide review services to assure accuracy, completeness, and adequacy of documentation of appraisal reports and market studies. The Consultant may also be required to provide appraisal-related and/or market study consulting services on an “as needed” basis.

Any appraisals or market studies completed for Low Income Housing Tax Credit projects must meet the requirements of the Washington State Housing Finance Commission.

2. **Schedule:** It is anticipated that the work will be performed between **3/1/2025** and **12/31/2027**.
3. **Anticipated Contract Duration:** SHA expects to execute a Contract for the requested services for the scheduled dates shown above. If necessary, and at SHA’s option, time extensions and appropriate scope and compensation adjustments may be made by Change Orders to the Contract.
4. **Estimated Amount:** The estimated range of cost for Work Orders to be executed based on this solicitation, is between \$20,000 and \$150,000. The total amount awarded under the solicitation shall not exceed \$250,000.

A. SHA Goals and Obligations:

1. **Women and Minority Business Enterprise (WMBE) Inclusion:** For all federally-funded projects, SHA requires proposers to make good-faith efforts to meet SHA’s 14% aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team.
2. **Race and Social Justice Initiative (RSJI):** SHA is committed to advancing racial and other social justice equity and has a focused affirmative plan to educate staff on the effects of racism and other oppressions on the work of SHA, our employees, residents and stakeholders; and to eliminate institutional racism and other oppressions at SHA.

- 3. Cooperative Purchasing:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with SHA may also wish to procure the services herein offered by the successful party. The successful party shall have the option of extending its offer to SHA to other agencies for the same cost, terms and conditions.

SHA does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the successful party. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. SHA accepts no responsibility for the performance of the successful party in providing services to other public agencies, nor any responsibility for the payment price to the successful party for other public-agency purchases.

B. Contents Required in Your Submittal/Proposal:

1. Your Submittal/Proposal must include:

- A cover letter that includes:
 - a) An expression of your interest in performing the work
 - b) The name, telephone number and e-mail address of who your contact person is for this solicitation
 - c) Signed by a principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf
- Your response to each of the Evaluation Criteria noted in the table below
- A list of three references that includes:
 - a) Agency or business name of client
 - b) Contact person at that agency or business
 - c) Address of agency or business
 - d) Telephone number and/or e-mail address for the Contact person

Your submittal/proposal shall not exceed 20 number of pages. Your cover letter and any forms required to be included with your submittal/proposal do not count toward the maximum number of pages.

2. Attachments to be included with Your Submittal/Proposal: You must complete the attached forms listed below with your submittal/proposal:

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate for Consultant and Sub-Consultants
- Fees / Rates

C. Evaluation Criteria: SHA will evaluate Submittals/Proposals received based on the following weighted subjective/technical criteria. Your Submittal/Proposal should directly address each of the Criteria listed below:

No.	Evaluation Criteria	Maximum Number of Points
1	<p><u>Women and Minority Business (WMBE) Inclusion Plan</u> Provide a detailed Inclusion Plan describing Proposer's good-faith efforts to meet the aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team. Proposer's Plan must also include, if applicable, pre-award commitments or agreements with Proposer's named WMBE and/or Project Team members' firm(s).</p>	10
2	<p><u>Race and Social Justice Initiative (RSJI)</u></p> <ul style="list-style-type: none"> ○ Provide a detailed Plan describing Proposer's good-faith efforts to identify and address racism and other oppressions both within and outside Proposer's organization. ○ If applicable, please indicate training, tools and other resources that are available for Proposer's employees to work proactively for race and social justice equity. ○ If applicable, state steps or processes in place that enable Proposer's organization to provide services in a culturally responsive and relevant way. 	5
3	<p><u>Experience</u> Evidence of the Proposer's ability to perform the work as indicated by the principals' and staffs' professional and technical competence/experience; and evidenced by the completion of similar scopes of work as described above.</p>	40
4	<p><u>Timeliness</u> Evidence of the Proposer's capability to provide professional services in a timely manner. Estimated turn-around time to complete a single appraisal, a single market study, or combined report meeting comprehensive needs as described above.</p>	10
5	<p><u>Performance</u> Evidence of the Proposer's past performance in terms of cost control, quality of work, and compliance with performance schedules.</p>	10
6	<p><u>Pricing</u> Proposed fees plus any reimbursable expenses.</p>	25
MAXIMUM TOTAL POINTS		100

SHA reserves the right to check references of one or more of the top ranked firms. In conducting reference checks, SHA may include itself as a reference if the Proposer has performed work for SHA, even if the Proposer did not identify SHA as a reference.

In the event that information obtained from the reference checks reveals concerns about the Proposer's past performance and their ability to successfully perform the contract to be executed based on this solicitation, SHA may, at its sole discretion, determine that the Proposer is not a responsible proposer and may select the next highest-ranked proposer

whose reference checks validate the ability of the proposer to successfully perform the contract to be executed based on this solicitation.

Due Date for Questions: Any questions or requests for further information must be directed in writing no later than the date mentioned at the beginning of this solicitation. Questions are to be sent by e-mail to SHA's Contact, also shown at the beginning of this solicitation.

D. Submittals: Submittal/Proposal due date is shown at the beginning of this solicitation. You are required to submit as indicated below. Use the submittal process that is checked.

- By e-mail to SHA's Contact shown at the beginning of this solicitation.
- One original and _____ copies of your submittal/proposal must be received by SHA by the date and time indicated at the beginning of this solicitation. Submittals/Proposals must be to the attention of SHA's Contact shown at the beginning of this solicitation and delivered to the following address: Seattle Housing Authority, 101 Elliott Avenue W, Suite 100, PO Box 79015, Seattle, WA 98119.

E. Administrative Information:

1. About the Seattle Housing Authority (SHA): Visit [SHA's website](#) for more information about SHA.
2. Deadline for Submission of Submittals/Proposals: Proposers are responsible for ensuring that SHA receives your submittal/proposal as indicated herein by the stated deadline. Submittals/Proposals received after the deadline will not be considered.
3. Contract Requirements: Proposers may review a sample of SHA's [standard contract language](#) that will form the basis for any contract executed based on this solicitation by visiting "Forms and Policies" on the "DO BUSINESS WITH US" page of SHA's website.

SHA's standard contract document is intended to guide you in developing your submittal/ proposal. The actual contract that the successful Proposer and SHA will sign will be based on this sample contract. Please be advised that SHA will only negotiate some aspects of the contract. Much of the contents of the sample contract are based on non-flexible requirements and cannot be modified in any form.

The following language in the standard contract document will apply to this project:

SECTION 7 - COMPLIANCE WITH LAWS, RULES, REGULATIONS AND POLICIES:

- I. SHA Rules, Regulations and Policies: The Consultant shall comply with the rules, regulations, and policies that SHA may from time to time enact and/or modify with respect to work to be performed on or at its properties. Any such rules, regulations and policies shall be binding upon the Consultant upon delivery of a copy of them to the Consultant. SHA shall not be responsible to the Consultant for nonperformance of

any such rules, regulations or policies by any other vendors, contractors, consultants or other third parties.

4. Small and/or Disadvantaged Business Enterprise Requirements: SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals, to participate as partners, or to participate in other business activity in response to this Solicitation.
5. WMBE Participation: As outlined in more detail above, SHA has also included a 14% Women and/or Minority Business Enterprise (WMBE) aspirational participation goal. Consequently, in responding to the solicitation, submitters must include an Inclusion Plan demonstrating good faith efforts in seeking meaningful opportunities for WMBEs in the work of the Contract.
6. Reserved:
7. Certifications and Assurances Form: In the event that the Contract for these services includes any HOPE VI Revitalization grant funds or any Choice Neighborhood Implementation (CNI) grant funds, the Consultant shall obtain and submit to SHA a completed and signed Certifications and Assurances Form (copy attached to this solicitation if applicable) for itself and each sub-consultant utilized on the Contract. Such form shall be submitted to SHA before any work is performed under the terms of the Contract.
8. Payment Requirements: Proposers should be aware that SHA will only make payments on the Contract issued under this solicitation after the work being billed has been completed, and will pay reimbursable expenses only upon receipt of an invoice for the reimbursable expenses. No advanced payments will be made to the proposer, who must have the capacity to meet all project expenses in advance of payments by SHA.
9. Insurance Requirements: The individual or business selected by SHA will be required to provide acceptable evidence of insurance prior to beginning work. The following summarizes the required insurance coverage. Additional requirements are detailed in the contract that SHA will execute with the selected individual or business. See Section 9 of the standard consultant contract for a complete listing of SHA's standard insurance provisions.

The following insurance coverage(s) will be required for this project:

- An ACORD Certificate of Insurance.
- Commercial General Liability: \$1,000,000 each occurrence, \$2,000,000 aggregate Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Contract. In the event that the services to be provided under this Contract involve the Contractor's contact with minor children, and/or elderly, disabled or vulnerable adults as defined in RCW 74.34.020, the Contractor shall provide evidence that sexual misconduct coverage has not been excluded from the policy and is covered under the policy. Acceptable evidence of sexual misconduct coverage must include an endorsement and policy excerpt(s) and is subject to approval by Owner's Risk Manager.

- Additional Insured Endorsement Ongoing Operations naming the Seattle Housing Authority as an additional insured on a primary and non-contributory basis on the Commercial General Liability policy, ISO form CG2010 or equivalent. Blanket additional insured endorsements may be acceptable, but must be approved by SHA's Risk Manager.
- Additional Insured Endorsement Completed Operations ISO Form CG2037 or equivalent. Blanket additional insured endorsements may be acceptable, but must be approved by SHA's Risk Manager.
- Washington Stop Gap or Employers Liability: \$1,000,000 each occurrence
- Workers Compensation: A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Washington, the Consultant shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Consultant is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Consultant shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.
- Automobile Liability: \$1,000,000 combined single limit
- Professional Liability/Errors & Omissions: \$5,000,000 per claim/aggregate
- Criminal Background Investigation: The selected Consultant shall conduct a criminal background investigation of all employees, volunteers, subcontractors and sub-consultants performing any work who may reasonably be expected to have direct or incidental contact with SHA residents, SHA staff members, or vulnerable population. In addition, a criminal background investigation shall be performed for any person performing work under this Contract who is given use of an SHA building-access card or who collects payments of any kind. The criminal background investigation shall include, but not necessarily be limited to, a Washington State Patrol background report or if the employee, volunteer, subcontractor or subconsultant resides in a state other than Washington, the background report should be obtained from the state patrol office where the employee, subcontractor or subconsultant has resided for the last 3 years. In the event a background check provides evidence of a felony conviction that information shall be provided to the SHA Project Manager. If any person performing work under this Contract is charged with a felony, the Consultant agrees to remove that person from performing any further work on the project unless and until SHA agrees in writing to allow the person to continue.

Rights Reserved by SHA: SHA reserves the right to waive as an informality any irregularities in submittals/proposals, to reject any or all submittals/proposals, and to cancel this solicitation at any time prior to contract award. SHA also reserves the right to award all or any portion of the work specified in this Informal Solicitation to any proposer(s). Prior to making a selection decision, SHA reserves the right to interview any or all individuals or businesses submitting for this work, and to check references as part of the final evaluation process. Any protest of the selection process shall be

resolved in accordance with SHA's [Procurement Policy](#) and [Procurement Procedures](#), which may be reviewed by visiting "Forms and Policies" on the "DO BUSINESS WITH US" page of SHA's website.

Attachments

The forms attached hereto are to be completed and submitted as a separate document when you submit your proposal.

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate for Consultant and Sub-Consultants
- Fees / Rates



VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,
 ATTN: _____
 101 Elliott Avenue W, Suite 100, PO Box 79015, Seattle, WA 98119

General Business Information:

Name of Business, Organization, or Name of Person (if payment is to an individual):

For SHA Use Only:

JDE Vendor No.

Purchasing contracts

Mailing Address for Payments:

City: _____ State: _____ Zip Code: _____ E-Mail Address: _____

Telephone No.: _____ Fax No.: _____ DUNS No.: _____ UEI: _____

Washington UBI No.: _____ City of Seattle Business License No.: _____ Washington Contractor's License No.: _____

Employee Tax ID No. (TIN) or Social Security No. (if Individual):

President/General Manager: _____ Principal products and/or services offered: _____

Type of Organization (check one):

Individual
 Partnership
 Sole Proprietor
 Corporation
 Governmental Agency
 Other _____

Substitute IRS Form W-9 Certification:

Under penalties of perjury, I hereby certify that the number shown on this form is my correct taxpayer identification number, and that I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien). **Note:** The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

SIGN HERE → Signature of U.S. Person Date

Ownership Status (check all that apply):

MBE (Minority-Owned Business Enterprise)
 WBE (Women-Owned Business Enterprise)
 MWBE (Minority / Women-Owned Business Enterprise)
 CBE (Combination Business Enterprise)
 Small Business **HUD Section 3 Business**
 Certified by WA Office of Minority and Women's Business Enterprises
 Self-Identified (SHA may request a signed statement re: self-certification)

Racial/Ethnic Status (check one):

Caucasian (1)
 African American (2)
 Native American (3)
 Hispanic American (4)
 Asian/Pacific American (5)
 Hasidic Jews (6)

Method of Contract Payments: As outlined on the reverse side of this form, for contracts over one million dollars, SHA's method of contract payments is through an electronic virtual credit card issued by SHA's e-payables vendor, Bank of America. Unless SHA grants a waiver, Vendors will receive an enrollment form from SHA following issuance of a contract.

SIGN BELOW:

Signature of Authorized Representative of Vendor: _____ Date: _____

By signing immediately above, the Vendor hereby represents the following:

- The Vendor certifies that to the best of its knowledge and belief, neither it, nor any person/principal or firm which has an interest in the Vendor's firm, is ineligible to participate in a SHA contract, purchase order, direct pay or other transaction, pursuant to the Certification of Eligibility provision specified in the Vendor Fact Sheet Instructions, or;
- The Vendor will comply with SHA's General Terms and Conditions applicable to Purchase Orders (available at SHA website <https://www.seattlehousing.org/>, DO BUSINESS WITH US page, under FORMS AND POLICIES), if the Vendor will be supplying goods and/or services through an SHA Purchase Order.

Vendor Fact Sheet Instructions

Thank you for your interest in doing business with the Seattle Housing Authority (SHA). We look forward to doing business with you. If you have any questions about completion of the Vendor Fact Sheet, please call us at (206) 615-3379.

In order for SHA to make payments to you or to procure goods or services from you, we need the information requested on the Vendor Fact Sheet, which also serves as a substitute IRS W-9 Form. The information about you will be entered into our computerized payment system and will allow us to make required reports to the Federal government about our business and payment transactions.

Substitute IRS Form W-9 Certification: In completing the Vendor Fact Sheet, you must sign the “Substitute IRS Form W-9 Certification” or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct taxpayer identification number to SHA, you must cross out the portion of the certification after the word “and” in line two, through the end of line five, before signing the form. Detailed instructions about IRS Form W-9 are included on the form, which may be obtained by calling our office at (206) 615-3379 or visiting the IRS web site at www.irs.gov.

Certification of Eligibility: In order to do business with SHA, the Vendor must be eligible to:

- 1) Be awarded contracts by any agency of the U.S. Government, HUD, or the State in which this Contract work is to be performed; or,
- 2) Participate in HUD programs pursuant to 24 CFR Part 24.

Use the websites of the [General Services Administration](#) and the [U.S. Department of Housing and Urban Development](#) to verify eligibility of the firm and its principals. By signing the Vendor Fact Sheet, the Vendor understands that the certification of eligibility is a material representation of fact upon which reliance was placed when SHA agreed to enter into the transaction with the Vendor. SHA may require the Vendor to submit such certification on an annual basis depending on the terms of its contract or the frequency of its business transactions with SHA. If the Vendor subcontracts any portion of the work, the Vendor will be required to submit a similar certification of eligibility to SHA for any Vendor subcontracts. Any written contract executed between SHA and the Vendor shall include these provisions, which may also be referred to as Suspension/Debarment provisions.

Contract Payments: Unless SHA grants a waiver, its method of contract payment for contracts of one million or more is through its Bank of America e-payables program. Payments will be made electronically through a virtual Visa credit card. Benefits for using this method include reduced labor costs associated with the processing of checks and enhancing cash flow by eliminating float time associated with the mailing of checks. To learn more about the program, please click [here](#) or copy and paste the following URL into your browser: www.bankofamerica.com/epayablesvendors. For new vendors, SHA will automatically send an enrollment form upon contract award. If you have questions about the program, please contact Tran Wong, SHA’s Accounts Payable Manager, at 206-615-3483 or twong@seattlehousing.org.

Small Businesses: The Vendor Fact Sheet also requests information about whether your business is owned and controlled by women or minorities, and/or is a small business. The following are definitions of these terms for your use. This information provides valuable information to SHA in its efforts to ensure its contracting program meets its diversity objectives and requirements.

- **WMBE:** Minority and women-owned business enterprises must either be self-identified or certified by the Washington State Office of Women’s and Minority Business Enterprises (OMWBE) to be at least fifty-one percent owned by women and/or minority group members. For self-identification as WMBE, refer to [Minority/Women Owned Business Enterprise Self-Identification Form for Work Performed on Seattle Housing Authority Projects](#)
- **Small Business:** A small business means a business concern, including its affiliates, that is independently owned and operated, not an affiliate or subsidiary of a business dominant in its field of operation, and qualified as a small business under the criteria and size standards in 13 CFR 121. Furthermore, a business is considered small according to the Small Business Administration’s established guidelines provided to such businesses.
- **HUD Section 3 Business:** A business that meets at least one of the following criteria, documented within the last six-month period: (1) at least 51% owned and controlled by low- or very low-income persons; (2) over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or (3) a business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing. More detailed information available at the website of [the U.S. Department of Housing and Urban Development](#).

SEATTLE HOUSING AUTHORITY

SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT

By signing below, the Consultant certifies that to the best of its knowledge and belief neither its firm nor any of its principals as named below are presently debarred, suspended, or have been declared ineligible or are excluded from participation in this transaction by any federal, state or local government.

Consultant's Firm Name: _____

Address: _____

City, State, Zip: _____

	PRINCIPAL(S) Name(s)	Title(s)
1		
2		
3		
4		
5		

Consultant's Signature	Printed Name	Title	Date

NOTE: This requirement applies to the Consultant's firm as well as its principals. Principal is defined in the regulation (2 CFR 180.995) as follows:

- 1) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
- 2) A consultant or other person, whether or not employed by the participant or paid with Federal funds, who-
 - a) Is in a position to handle Federal funds;
 - b) Is in a position to influence or control the use of those funds; or,
 - c) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity require to perform the covered transaction.

The federal websites to verify eligibility include:

SAM.gov | Home and hud.gov/topics/limited_denials_of_participation.

SEATTLE HOUSING AUTHORITY

SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR SUB-CONSULTANTS

The Prime Consultant may use this form if the Prime can verify that their Sub-Consultants named below, nor any of their principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. If the Prime is unable to verify this information, the Prime must send the previous SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT form to each sub- consultant to be completed and returned.

Prime Consultant's Name: _____ certifies that neither any of the sub- consulting firms named below, nor any of its principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. I understand that the Seattle Housing Authority (SHA) relies on this certification and I understand that I am obligated to submit the following to SHA:

- A certification for any new sub- consultant hired after submission of this certification.
- A renewal certification for every sub- consultant on the anniversary of the Contract execution date if the Contract Time extends beyond one year.

(Note: In lieu of this certification, the Prime Consultant may elect to submit a separate certification signed by each sub- consulting firm to SHA as evidence of sub- consultant eligibility. It is the Prime Consultant's responsibility to initiate, obtain, and provide all such individual sub- consultant certifications to SHA.)

Prime Consultant's Signature	Printed Name	Title	Date

Sub- Consultant Firm Listing: (If sub-consultants are not involved in the project, please enter **NONE.**)

If additional pages are necessary, copy this form to ensure signed statement precedes any listing of sub- consultants.

Please contact Seth Ryan, Purchasing at seth.ryan@seattlehousing.org if you have any questions regarding compliance with this requirement.

Attachment

Provide your Proposed Fees / Rates